

CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE OR
GOVERNMENT REPRESENTATIVE EVALUATION WORKSHEET
LIST OF EXPERIENCE AND TRAINING

Name: _____

Date: _____

CHECK TRAINING COURSES RECEIVED

- | | |
|---|--|
| <input type="checkbox"/> Soil Mechanics I | <input type="checkbox"/> Concrete |
| <input type="checkbox"/> Soil Mechanics, Module 4 | <input type="checkbox"/> Soil Compaction & Field Control |
| <input type="checkbox"/> Soil Mechanics, Module 5 | <input type="checkbox"/> Contract Administration |
| <input type="checkbox"/> Construction Inspection – 2 week Course | <input type="checkbox"/> Other – List |
| <input type="checkbox"/> Construction Inspection – 1 week Course | <input type="checkbox"/> COR Mentor |
| <input type="checkbox"/> Management Level II or Managing for Excellence | <input type="checkbox"/> Contracting Orientation |
| <input type="checkbox"/> Management Level III or Supervising for Excellence | <input type="checkbox"/> Market Research |
| <input type="checkbox"/> Intro to NRCS | |

PROJECT OR WATERSHED-SITE NO.	NUMBER OF JOBS						FORMAL TRAINING-HRS.
SURVEYS	LAYOUT STAKING		QUANTITY SURVEYS		DESIGN & GEOL. SURVEYS		Describe
	Assist.	Resp.	Assist	Resp.	Assist	Resp.	
Total							
EARTHFILL	COMPACTION						Describe
	CLASS A		CLASS C				
	Assist	Resp.	Assist	Resp.			
Total							

Name: _____ Date: _____

PROJECT OR WATERSHED-SITE NO.	NUMBER OF JOBS						FORMAL TRAINING
EXCAVATION	Common		Rock		Wetland Topography		Describe
	Asst.	Resp.	Asst.	Resp.	Asst.	Resp.	
Total							
PRINCIPAL SPILLWAY CONDUIT PLACEMENT	Smooth Steel		Concrete		Water Control Structures		Describe
	Asst.	Resp.	Asst.	Resp.	Asst.	Resp.	
Total							

Name: _____ Date: _____

PROJECT OR WATERSHED-SITE NO.	NUMBER OF JOBS		FORMAL TRAINING
AGGREGATES	Quality	Gradation	Describe
Total			

PROJECT OR WATERSHED-SITE NO.	NUMBER OF JOBS						FORMAL TRAINING
CONCRETE	Design Mix		Forms & Steel Placement		Concrete Place-ment & Curing		Describe
	Asst.	Resp.	Asst.	Resp.	Asst.	Resp.	
Total							

CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE OR
GOVERNMENT REPRESENTATIVE EVALUATION WORKSHEET
LIST OF EXPERIENCE AND TRAINING

Name: _____

Date: _____

PROJECT OR WATERSHED-SITE NO.	NUMBER OF JOBS				FORMAL TRAINING
CONTRACT ADMINISTRATION	Construction Schedule	Safety Program	Job Diaries		Describe
Total					
	Interpretation Specs & Drawings	Modifications	Working with Contractors		
Total					
VEGETATION	Seeding & Mulching		Woody Planting		Describe
	Assist	Resp.	Assist	Resp.	
Total					

CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE OR
GOVERNMENT REPRESENTATIVE EVALUATION WORKSHEET
LIST OF EXPERIENCE AND TRAINING

Name: _____ Date: _____

PROJECT OR WATERSHED-SITE NO.	NUMBER OF JOBS						FORMAL TRAINING
EMERGENCY WATERSHED PROTECTION	Clearing & Snagging		Sediment Removal		Levee Repair		Describe
	Asst.	Resp.	Asst.	Resp.	Asst.	Resp.	
Total							

**INSTRUCTIONS FOR GOVERNMENT REPRESENTATIVE OR CONTRACTING
OFFICER'S TECHNICAL REPRESENTATIVE EVALUATION WORKSHEET**

1. Each potential government representative or contracting officer's technical representative needs to complete the training and experience worksheet by:
 - a. Check any training received in the space shown. This training does not need to be reported in the "Describe" column.
 - b. When other training such as ACI course has been received, check "Other" and list for the appropriate subject in the "Describe" (right) column.
 - c. Jobs listed must be in formal contracts. List only jobs done within the last 8 years. List all jobs by event, project name, or watershed site number. Do not list a contract group as one job, except:
 - (1) List only jobs that have at least 30 days of work. Small jobs in a contract may count as one job for each 30 days of work if contract exceeded 30 days of work.
 - (a) Example: Two EWP jobs taking 15 days work each count as one job. Four of these count as two jobs.
 - (b) Example: A small EWP contract for riprap placement takes 5 days and is not to be listed.
 - d. "Assist" means when doing or helping on work items, but not the assigned "Responsible" person. Not more than five jobs will be credited for assisted work.
 - e. "Responsible" means only those jobs that an appointment of government representatives or contracting officer's representative was made.
 - f. Send completed evaluation worksheet to the State Construction Engineer.